

ADP 100080022-4

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DD/S&T 2960-64
2 November 1964

MEMORANDUM FOR: Chief, Logistics Services Division/OL

ATTENTION : Telephone Branch

SUBJECT : Private Lines

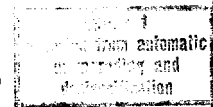
1. It is requested that the Deputy Director for Science and Technology new 6th floor call director be equipped with the following private lines:

- a. To the AD/OCS in room GD0410 (6 button HCKI with no spare terminal)
- b. To the AD/FMSAC in room 1A35 (101 key box with spare terminal)
- c. To the AD/OSI in room 6F20 (101 key box with spare terminal)
- d. To the AAD/ORD in room 1D0418 (101 key box with spare terminal)
- e. To the AD/OSA in room 6B13 (101 key box with spare terminal)
- f. To the AD/OEL in room 2F24 (6 button HCKI with no spare terminal)

2. The incoming calls on private lines should also terminate at the DD/S&T secretarial position. Outgoing calls to distant end should terminate on the principal's instrument only.

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3. This new requirement has already been discussed and 25X1A9a
coordinated between Messrs. [REDACTED] of your
Telephone Branch and the undersigned. For additional information 25X1A9a
or assistance regarding this matter, contact [REDACTED] on
extension 4244. 25X1A9a

[REDACTED]

Chief, Administrative Staff
DD/S&T

Distribution:

Orig & 1 - addressee
1 - [REDACTED] 25X1A9a
1 - Logistics Chrono
2 - DD/S&T Registry
25X1A9a

LO/DD/S&T [REDACTED] 4244:rl:2 Nov 64